

United States Bankruptcy Court Northern District of New York



POSITION ANNOUNCEMENT

*The United States Bankruptcy Court for the Northern District of New York is accepting applications for the position of **CM/ECF Analyst**.*

Announcement Number: 18-ALB-01
Position: **CM/ECF Analyst**
Location:

James T. Foley US Courthouse
445 Broadway, Suite 330
Albany, NY 12207

or

James Hanley Federal Building
100 S. Clinton St.
Syracuse, NY 13261

Salary: CL/25 (\$40,464 - \$65,799) Possible future promotion to CL/26 based on performance.
Closing Date: Open Until Filled. Preference given to applications received by 5:00 p.m. on Friday, February 9, 2018*

The Case Management/Electronic Case Files (CM/ECF) system is the Federal Judiciary's comprehensive case management system for all bankruptcy, district, and appellate courts. CM/ECF allows courts to accept filings and provides access to filed documents online. CM/ECF gives access to case files by multiple parties, and offers expanded search and reporting capabilities. The system also offers the ability to immediately update dockets, download documents and print them directly from the court system.

<https://www.pacer.gov/cmecf/>

POSITION OVERVIEW:

The Clerk of the United States Bankruptcy Court for the Northern District of New York is seeking qualified applicants for the position of CM/ECF Analyst to provide general review and engage in problem solving associated with improving the efficiency of the court as well as implementing updates and new releases to CM/ECF. The incumbent will also provide general operations support including the testing of CM/ECF releases and events, and assist with the collection of data for statistical reporting. The CM/ECF Analyst will work closely with and assist the CM/ECF Administrator with system upgrades, including migrating from the Current Generation of CM/ECF (CurrentGen) to the Next Generation (NextGen) and other matters as assigned.

REPRESENTATIVE DUTIES:

- Gather and clarify requests from users for modifications to CM/ECF to support and improve court operations. Prioritize, research and analyze solutions to satisfy those requests. Perform testing to validate solutions before they are put into production.
- Assist with developing and maintaining customized CM/ECF database dictionary and related tables.
- Perform testing in conjunction with new releases and programs to verify how new functionality works and its impact on existing functionality.
- Act as a help desk resource to judges, chambers staff, clerk's office staff, and outside users (attorneys, trustees, creditors, and others) for CM/ECF issues.
- Perform designated administrative functions and periodic processes in CM/ECF such as user account maintenance and transfer of cases between judges and courts.
- Participate in nation-wide telephone conferences and monitor national websites and communications for information regarding errors/issues, change requests and status of pending releases in CM/ECF.
- Network with peers in other courts to exchange information on problems, solutions and enhancements.
- Serve as a contact or mentor for peers in other courts who are using CurrentGen and implementing NextGen CM/ECF.
- Lead or otherwise collaborate on projects to improve court operations.
- Perform other duties as assigned.
- Opportunities for training both locally and nationally.

QUALIFICATIONS:

Minimum Requirements: At the time of appointment, the candidate must possess the following minimum requirements:

- Possess a high school diploma or equivalent. College degree preferred.
- Excellent written and verbal communication skills. A writing sample may be requested.
- At least three years of progressively responsible office work experience. Alternatively, **education above a high school level may be substituted for work experience.**
- Detail-oriented and possess excellent administrative and organizational skills.
- A professional demeanor and appearance at all times.
- Ability to work independently as well as collaborate across teams.

Position Requirements: Work history or experience that demonstrates the ability to meet the following requirements of the position:

- Ability to communicate clearly and accurately, both orally and in writing, with all levels of court staff to provide information and resolve issues.
- Knowledge and skills in the use of computers and software applications, email, data entry, and report generation.
- Ability to interpret and apply existing and new governing policies and procedures and make recommendations for improvement and implementation.
- Maturity, good judgment, high ethical standards, and a positive work attitude.
- Ability to handle confidential and sensitive information appropriately.
- Ability to work remotely in the event the office is inaccessible due to inclement weather or other emergency.
- Some local and national travel may be required.

Preferred Work Experience:

One or more of the following is preferred:

- Federal or state judiciary experience.
- Knowledge of bankruptcy rules and procedures.
- Experience with docketing and case management.
- Experience working with the CM/ECF dictionary.
- The aptitude to gather data, break down a problem, weigh pros and cons and reach logical decisions.

BENEFITS:

A generous benefits package is available and includes the following:

- Ten (10) paid federal holidays
- Paid annual and sick leave
- Health benefits under the Federal Employees' Health Benefits Program (FEHB)
- Life insurance benefits under the Federal Employees' Group Life Insurance Program (FGLI)
- Flexible Benefits Program
- Federal Employees' Group Long Term Disability Program (FGLTD)
- Long Term Care Insurance through the Federal Judiciary or the Office of Personnel Management (OPM)

HOURS:

Clerk's Office hours are 8:15 a.m. to 4:45 p.m., Monday through Friday, although there is the possibility of an alternate work schedule with this position.

HOW TO APPLY:

Interested parties should submit a letter of interest, resume and completed AO78 (Application for Judicial Branch Employment) by email in PDF format to:

jobs@nynb.uscourts.gov

*To ensure preferential review, a complete application packet must be received no later than 5:00 p.m. on February 9, 2018. Incomplete submissions will not be considered.

INFORMATION TO APPLICANTS:

All appointees are "at will" employees subject to a one-year probationary period. The court will not pay for any travel or relocation expenses. The position offers full federal benefits and is subject to mandatory direct deposit. Employees are required to adhere to the code of conduct which is available for review upon request. Employment is subject to a satisfactory background check. **Applicants selected for a personal interview will receive a telephone call to schedule an interview. Only those applicants selected for an interview will receive communication from the court.**

*****EQUAL OPPORTUNITY EMPLOYER*****